



FIRE ALARM SYSTEMS

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PROJECT SUCCESS CHECKLIST

State building and fire codes require permits, plan approvals, and inspections for the installation, alteration, repair or removal of any fire alarm system. These systems ensure early notification of fire or smoke that may occur in areas of a building you cannot personally observe. Many also notify the fire department and the building owner that an emergency situation is occurring, allowing quicker response and reducing casualties and property loss.

The Ohio Building Code specifies when and under what conditions they are required. To ensure timely approval and inspection, this guide explains what needs to be submitted, and what needs to be inspected, by whom, and in what sequence.



Fire alarm systems provide quick detection and notification

WHO'S INVOLVED

You will need approvals from some or all of the following:

- **The Building Department** – issues permits and inspects the installation of the work
- **The Fire Department** – participates in design review, and checks the final installation for acceptable performance and adherence to approve drawings.

WHAT'S COVERED, AND WHAT'S EXEMPT

Building Department approval is required for all new and altered fire alarm systems. They will verify that the alarm system design is appropriate for the hazards identified on the architectural drawings. When a building changes in use, alarm system requirements may also change. Like for like replacing of single alarm devices does not require a permit, but adding, removing, or relocating any devices or equipment does.

Fire Departments verify the design will allow effective response to incidents, including the location of annunciation panels. They also check the performance, such as verifying that horns can be heard in each space, when applicable. See your local department for additional information

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WHAT NEEDS TO BE SUBMITTED FOR APPROVAL

- Drawings drawn to an approved scale with completed title block and signed by architect, engineer, or certified alarm system designer. Drawings shall include at a minimum the following:
 - Scope of work being performed, such as if it is a full system, an alteration, or an addition.
 - A floor plan, drawn to scale, that indicates the use of all rooms.
 - Locations of alarm-initiating devices (pull stations, smoke detectors, etc.).
 - Locations of alarm notification appliances (horns and strobes), including candela ratings for visible alarm notification appliances.
 - Location of fire alarm control unit, transponders and notification power supplies.
 - Remote annunciators.
 - Power connection.
 - Details of ceiling height and construction.
 - The interface of fire safety control functions.
 - Classification of the supervising station.
 - For alterations, provide a key plan of where in the building the work will be installed.
- Battery calculations, and the selected battery size(s).
- Manufacturers' data sheets indicating model numbers and listing information for equipment, devices and materials.

WHAT NEEDS TO BE INSPECTED, AND BY WHOM

B = Building Inspection F = Fire Inspection

- Wiring – B
- Rough inspection of device locations – F, B
- Functional test of the completed system –F
- Final inspection of entire system – F, B